

## Duty Call Checklist

\_\_\_\_\_ Type of Crime, call out warranted.

Hot prowl, abduction, severe injuries, police impersonators, elderly victims, potential series, high profile cases involving the media or those that generate fear within the community.

\_\_\_\_\_ Victim/Forensic Exam

Should be obtained if the sexual assault, penile/vaginal penetration, penetration with a foreign object, or sodomy, occurred within 72 hours of the report.

Authorize if within 12 hours, for fellatio, longer for cunnilingus depending on whether the victim has showered or if there are other acts.

Do not hesitate to authorize an examination beyond 72 hours if the victim is complaining of pain or bleeding.

\_\_\_\_\_ If suspected drug facilitated sexual assault, obtain blood and urine as soon as possible, even if a full SART exam isn't obtained. If victim is in ER, make sure leftover samples taken are given to law enforcement.

\_\_\_\_\_ Primary/Secondary crime scene.

Identified, preserved, collected

Vehicles should be impounded with a hold for Sex Crimes. Field evidence technicians should not process vehicles or crime scenes for semen.

If a call-out is warranted, have the 4<sup>th</sup> up Forensic Specialist respond to the scene if one has been identified.

\_\_\_\_\_ Suspect in Custody

Suspect Forensic Exam, (make sure exam is obtained for digital penetration - any type of assault where the victim's cells might be transferred to the suspect.)

\_\_\_\_\_ If suspect not in custody, is suspect known or not known?

\_\_\_\_\_ Suspect not in custody, stranger assault?

DOJ Vehicle Stop  
Border Stop via BORCAP

\_\_\_\_\_ Search Warrant

## INVESTIGATIONS I SEX CRIMES UNIT BRIEFING MEMO

DATE:		TIME:		LOCATION:	
TYPE CASE:		DET. ASSIGNED:			
VICTIM 1:			AGE:	RACE:	SEX:
VICTIM 2:			AGE:	RACE:	SEX:
Arrested:   Yes   No					
SUSPECT 1:			AGE:	RACE:	SEX:
SUSPECT 2:			AGE:	RACE:	SEX:
CASE #:			CALLOUT:   Yes   No		
SERIES RELATED:   Yes   No					
SYNOPSIS:					
			PREPARED BY:		